STATE OF WASHINGTON

DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION
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To be listed as a repository with the Department of Archeology and Historic Preservation, institutions must meet the professional standards as set forth by the Department of the Interior, National Park Service and published in 36 CFR Part 79.

Applicants must submit answers to the following questions and the following documentation to DAHP:

Please note: you must be able to answer "yes" to the following four questions in order to apply:

Yes?

☑ Are you willing and able to curate entire collections, including bulk samples and associated archives?

☑ Do you have policies and procedures to protect archaeological site location data?

☑ Are you willing to provide DAHP an annually-updated inventory of your archaeological collections? *(Please note that these data may be shared with tribes, agencies and cultural resource specialists, as appropriate.)*

☑ Is your facility staffed on a full-time basis?

DAHP Repository Questionnaire

Collections –See sections 79.9 & 79.11

1. What is your regular inventory schedule? How often and in what manner are your holdings inventoried?
2. What policies and procedures do you have in place to protect archaeological site location information?
3. Describe your organizational and storage system for archival documentation, including field notes, site forms and reports, photographs, negatives, slides, maps, and digital and/or electronic records.
4. What software do you use to track collections?
5. Do you comply with NAGPRA? If not, why? If you are required to comply, have you sent updates?
6. Are you willing and able to curate collections from sites with multiple components that include 19th and 20th century materials such as window glass and machine-made nails, as well as earlier Native American objects? If no, why not?
7. Do you have a policy that addresses culling?
8. Do you have a written curation guideline? If not, how do you provide archaeologists with your minimum standards?

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Facility – See section 79.9(b)(3)

9. Does your facility have appropriate environmental controls for all areas? How do you monitor and what type of records do you keep on environmental conditions?
10. Does your facility have appropriate fire suppression controls for all areas? Please describe.
11. Does your facility have appropriate pest management controls for all areas? Please describe.
12. Where are your collections stored?
13. Do you have a dedicated space for researchers to utilize collections?
14. Please describe your security system for your institution, and specifically for your archaeological collections?
15. Are you accredited by AAM? (note: this is not a requirement)

Destructive Analysis – See section 79.10

16. How do you make decisions regarding destructive analysis?
17. How do you determine, monitor and provide access to meet research requests as defined in 36 CFR Part 79.10?

Documentation to be Included in Application

1.   A Collections Management Policy addressing the following: acquisitions, deaccessioning, loans, use of and access to collections, collections care and security (See sections 79.9(a) & (b), 79.10) (For policy example see **http://www.flmnh.ufl.edu/admin/collect1.htm**. For recordkeeping see **http://www.nps.gov/history/archeology/collections/mgt_01.htm**)

2.   A plan view or map and accompanying description that demonstrates that the institution has adequate space to accept additional collections, and showing space dedicated to archaeological collections. Please include current volume in use and available. (See section 79.9(b)(2))

3.   List of staff dedicated to management of archaeological collections. Please include vitae/resumes and organizational chart. (See section 79.9.(b)(4))

4.   A facilities report that describes the physical plant and how the institution meets local electrical, fire, building, health and safety codes (See section 79.9(b)(3)) (See AAM Standards at **http://sceti.library.upenn.edu/dreyfus/docs/Standard_Facility_Report.pdf**)

5.   An Emergency Preparedness Plan (See section 79.9(b)(3)(iv))

6.   Your mission statement.

Submit your materials to:

DAHP
PO Box 48343
Olympia, WA 98504-8343

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Department of Archaeology and Historic Preservation
Repository Questionnaire

1. A random sample inventory is conducted annually, a statistically valid sample that averages around 200 catalog records. Physical location and condition are checked, as well as catalog data. A complete inventory of Controlled Property is also completed annually.

2. Accession records are confidential and are only accessed by museum staff. Archaeological archives are accessed only by staff and approved researchers with professional credentials. All electronic archaeological data is password-protected as well as being limited to staff access through an approved user group list managed by the IT team.

3. Archaeological archives are grouped by accession number/project, and arranged by series, subseries, folder, and file designations. Finding aids are made for each collection. All materials are stored in appropriate archival sleeves and boxes. Digital records are transferred to gold CDs and migrated as appropriate. Currently film-based archives are stored in the same climate-controlled area as the paper archives, but we are transferring them to cold-storage in the near future (though they will still be within the secure curation area).

4. We currently use the Automated National Catalog System + (ANCS+), and this summer will upgrade to the Interior Catalog Management System (ICMS). We also have all data in Excel spreadsheets.

5. Yes, we fully comply with NAGPRA.

6. Yes, we are willing and able to curate collections from sites with multiple components.

7. National Park Service policy currently prohibits deaccessioning of archaeological materials after accessioning into the museum collection, as they are considered a scientific sample. However, a new deaccessioning policy is currently being drafted for all Department of the Interior museum collections. We do have sampling strategies that are followed prior to museum accessioning, either in the field or in the lab.

8. Yes, we have curation guidelines as reflected in the Museum Handbook, the Fort Vancouver Lab Manual, and in a one-page Curation Standards summary.

9. Yes, we have appropriate environmental controls for the curation storage areas. We monitor with TrendReader digital dataloggers. We use Climate Notebook software to record environmental data and interpret trends.

10. Yes, we have a dry-pipe fire suppression system.

11. Yes, we have an Integrated Pest Management Plan that addresses monitoring and, if needed, treatment.

12. Our archaeological collections are stored in the Fur Store building at Fort Vancouver National Historic Site.

13. Yes, we have dedicated space for researchers who wish to utilize the collections.

14. We have a key system separate from the rest of the park, and an alarm system which reports intrusion and/or interior motion. The building's alarm system is monitored 24 hours/7 days a week by a private firm. Law enforcement is provided by the City of Vancouver.

15. No, we have never applied to be accredited by AAM.

16. The NPS policy on destructive analysis or consumptive sampling will soon be outlined in the agency's Museum Handbook, and in fact Fort Vancouver staff drafted the policy for cultural collections. Generally speaking, permission for destructive analysis is based on an evaluation of the following criteria:

- the purpose and merit of the research and how it will enhance knowledge of the object or types of objects represented by the specimen being sampled
- the protocols being used and if they are appropriate for obtaining the desired information
- the minimum amount of material required in terms of the size of the sample size and the number of specimens to obtain the desired data needed to successfully carry out the proposed research
- a detailed list of the specimens or materials required
- evidence of the researcher's competence with the protocols for sampling the specimen and sufficient institutional support to carry out the proposed research
- evidence of available financial resources to complete the research project
- availability of samples in other federal museum collections
- appropriate consultation with American Indian tribes and Native Hawaiian groups.

17. We have a standard Research Request Form that researchers are required to submit, and these are retained as a permanent record along with correspondence between the researcher and park. A staff member is assigned to assist them, and chaperoned access is offered at mutually convenient times.

Documentation

1. Our Collections Management Policy is defined by the National Park Service Museum Handbook (three volumes), which can be found online at:
http://www.nps.gov/history/museum/publications/handbook.html

2. A plan view is included. We are currently in the process of segregating our archaeological and historic collections, so the areas highlighted in yellow reflect the space that will be available for archaeological collections by next summer. We will have 8853 ft.^{3} used, and 1666 ft.^{3} available.

3. An organizational chart of the Cultural Resources Division is included, and the vita for staff managing archaeological collections.

4. A facilities report is included.

5. Our Emergency Operations Plan is included.

6. The mission statements for the National Park Service and the Vancouver National Historic Reserve (of which Fort Vancouver is a part) are included.